

## **SUPPLEMENTAL JOB DESCRIPTION**

Classification: ADMINISTRATOR II

Function Code: 0070-048

Position Title: Long Term Care Clinical Administrator

Date Established: 09/21/05

Position Number: 42755

Date of Last Amendment: 6/29/06

**SCOPE OF WORK:** Administer agency objectives by planning short and long term organizational goals, reviewing recommendations and developing or revising program policies. Direct all aspects of Nursing Facility and HCBC-ECI clinical and administrative operations

### **ACCOUNTABILITIES:**

- Oversees the development of staffing plans and assure integration with DHHS human resource policies to accomplish organizational objectives.
- Provides direct supervision of Case Management Specialist, Long Term Care (LTC) Nurse Supervisor, and LTC Utilization/Quality Assurance (QA) Specialist.
- Evaluates work performance of professional employees at least once per year, including assessing staff development needs.
- Consults annually with the DHHS Office of Staff Development to insure the appropriate clinical and business trainings are included in the series of presentations supported by the Department's Organizational Development and Training Institute.
- Develops a training program for the staff of the Bureau to support professional growth and development in such areas as chemotherapy, gerontology, human dynamics, quality improvement, supervision, communication, writing skills, etc.
- Evaluates state and federal regulations to prepare and maintain statewide standards, procedures, and program services for Medicaid long term care supports.
- Coordinates, in conjunction with the Division of Community Based Care, the development a quality assurance framework that integrates process control, clinical and regulatory integrity, and policy development for the BEAS. Monitors the quality of program performance through the analysis of statistical and financial data and quality improvement indicators.
- Prepares and presents public defense of proposed changes in BEAS policy or regulations, including testifying on legislative bills in the interest of the department or division, Provides consultation and technical assistance to providers, community resources and the public to assure integration of BEAS goals.
- Prepares and makes formal presentations in order to explain the status of the HCBC-ECI and NF programs. Analyzes and interprets information in order to enhance the efficiency and effectiveness of the Bureau.
- Develops methodology for evaluation cost effectiveness of programs funded or regulated by the state or federal governments and participates in budget preparation.
- Reviews recommendations on grant or contract proposals and confers with industry officials to develop contracts with public and private agencies. Develops protocols for contractor provider performance management and cost/benefit analyses, recommending guidelines for contractor models, payment terms, and rates.

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Human Resources

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**MINIMUM QUALIFICATIONS:**

**Education:** Master's degree from a recognized college or university with a major study in administration, education, government, planning, health, nursing, psychology, social work (MSW), or other human services field.

**Experience:** Six years' experience in government or private geriatrics, nursing or allied health field, or human services, four years of which must have been in a management level position involving administrative or supervisory duties concerned with program administration, program planning and evaluation, business management or related management experience. Each additional year of approved work experience may be substituted for one year of required formal education at the graduate level only.

**License/Certification:** Current New Hampshire Registered Nurse license required for those candidates possessing a nursing degree. Valid driver's license and/or access to transportation for use in statewide travel. Maintenance of current certification, licensure, and/or registration as required professionally.

**DISCLAIMER STATEMENT:** The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

**SIGNATURES:** I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Doug McNutt, BEAS Bureau Chief

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Date Reviewed

I have reviewed the content of the above job description with my supervisor.

\_\_\_\_\_  
Employee's Name and Signature

\_\_\_\_\_  
Date

Supervisor's Name, Title, & Position #: Doug McNutt, BEAS Bureau Chief

I have discussed the work responsibilities outlined by this supplemental job description with the above employee.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date Reviewed

\_\_\_\_\_  
Division of Personnel

\_\_\_\_\_  
Date Approved